



User Reference Guide

Well Management
Module 3
Submit Well Summary

Table of Contents

COURSE OVERVIEW.....	3
COURSE DESCRIPTION.....	3
1 SUBMIT WELL SUMMARY.....	4
1.1 SUBMIT WELL SUMMARY	4
1.1.1 <i>Key Points</i>	29

COURSE OVERVIEW

Course Description

The Well Summary online form is used by External Users and Internal Users (submitting on behalf of External Users) to enter well details of the work accomplished after completion of one of the following:

- Drill New well
- Rework an existing well
- Redrill an existing well
- After abandoning well

Process Flow

The end-to-end business process for Well Summary covers the following:

- Submitting Well Summary
- Updating Well Information

1 SUBMIT WELL SUMMARY

In this lesson you will learn how to submit a Well Summary form.

Lesson Objectives:

- Submit Well Summary
-

1.1 Submit Well Summary

Home Help

MyTasks Tasks Alerts **Online Forms** Forms In Progress Forms Submitted

Advanced Filtering

Form Name ↑	Form Category	Purpose	Version	Count
Upload Test Results	Test	Upload results from tests performed on Wells or Facility Components.	1	18
Well Name Change	Well	Change a well name or number	1	8
Well Summary	Well	Document changes to oil and gas wells in California	1	4

◀
1
2
▶
20 items per page

Viewing 21 - 23 from 23 results ↻

Step	Action	Required Fields
1.	From the Home screen, select Online Forms .	
2.	In the search bar on the right, type in “Well Summary” .	
3.	Click on the blue hyperlink labeled Well Summary .	

Well Management Module 3

Form Navigation

1. Form Information

Form Information

Enter information related to the Well and Permit

* Indicates required field

Form Name

Well Summary

Organization *

Well API *

Wellbore Number *

Permit No. *

Description * ⓘ

All comments are discoverable records, open to public review.

Cancel

Save & Continue

Section 1. Form Information

Step	Action	Required Fields
1.	You will be taken to Section 1. Form Information page for Well Summary. Start by typing in the Organization Name and search for the correct organization for the dropdown.	Organization
2.	Type in the API No. for the well or search for the API No. from clicking on the right side of the search bar.	API
3.	Type in the Permit No. for the well or search for the correct Permit No. from clicking on the right side of the search bar.	Permit No.
4.	Enter in a Description for this Well Summary NOTE: It is recommended to enter “Well Name” in Description so that this information can also be used to locate the form. Ex: Lake View 2	Description
5.	Click “ Next ” . <div>Next</div>	

EDD Submission

You have the option of using a file to input data on this form. If you would like to do so, select "Yes" below. * Indicates required field

Do you wish to submit template?

☒ **Yes**
☐ **No**

Electronic Data Deliverable (EDD)

Choose yes or no. If yes, download the template and complete it using the instructions within the template.

Step 1: [Download the EDD template.](#)

Step 2: Fill out all fields in the template.

Step 3: Upload the completed EDD.

Select files...

Upload the file using the "Select Files..." button

Click Next to upload EDD. See template for specific instructions on filling out the fields.

Please note that upon clicking "Next" below, this form will close while WellSTAR processes your EDD submission. Please navigate to the "Forms in Progress" section of your home page to resume completing this form once the EDD submission has finished processing.

Back

Next

Save

Section 2. EDD Submission

Step	Action	Required Fields
1.	Select whether you will submit using the Electronic Data Deliverable (EDD) template or continue with submission of data using the online form. If no is selected, move to next step.	
2.	If using EDD, select Yes .	
3.	Download the EDD template using the blue hyperlink .	
4.	Fill out the required fields within the excel EDD template.	

Well Management Module 3

5.	Click the "Select files..." button.	
6.	Locate and select the file from the "Open" window.	
7.	Click "Open" .	
8.	Click "Next" . Next	

Operator Information

Please confirm the correct Organization has been selected, and designate contact(s) with their correct role. By default, the Organization's Agent and the form submitter are selected as contacts. * Indicates required field

Organization Name
Anacapa Oil Corporation

Type of Organization
Corporation

Organization Primary Address
5403 Franklin Rd.
Yuba City, CA 95992

Organization Primary
Form Contacts

Name
Joseph Athanasious

Contact Info

☐ Is this contact already in WellSTAR?

Contact Role *
Find Person *
Contact Name
Phone Number
Email

Update

Cancel

Actions

Add Contact

Role
Submitter
Agent

Click next


Back

Next

Save

Section 3. Operator Information

Step	Action	Required Fields
1.	Review organization details for correctness. <i>Note:</i> changes cannot be made to organization details here.	
2.	Select contacts responsible for form completion and submission.	
3.	If the person is not listed on the contacts list, click "Actions" .	

4.	Click "Add Contact" .	
5.	Complete contact info dialogue box that appears.	
6.	Click blue "Update" button.	
7.	Click "Next" . 	

Well Summary

[?](#) Help

Form Navigation

- 1. Form Information
- 2. EDD Submission
- 3. Operator Information
- 4. Permit Information**
- 5. Well Information
- 6. Location Information
- 7. Feature and Cement
- 8. Completion & Perforation
- 9. Production Information
- 10. Document Upload
- 11. Form Submit
- 12. Confirmation
- 13. Summary Review
- 14. Correspondence
- 15. Review Comments
- 16. Review

Confirm that this is the correct permit information below:

Organization Name	Permit No.	Notice Type	Permit Expiration Date			
Allscope Res, Int'l, Inc. (A1265)	P77-0999	New Drill	6/7/2018			
API Number	Well Name	Well Number	Well Designation			
0032357861	Sparky	11	Santa Margarita 11			
Bond Number	Lease	UIC Project Code				
458935	Santa Margarita	N/A				
Field	Area	Pool				
Kern River	Any Area [00]	Tulare, Marine				
County	Latitude (NAD 83)	Longitude (NAD 83)	Section	Township	Range	B&M
Kern	12.635141	98.753627	14	11S	09W	SB

[Back](#)
[Next](#)
[Save](#)

Section 4. Permit Information

Step	Action	Required Fields
1.	All information on this page is read-only. Review all information for completeness and accuracy.	
2.	Click "Next" . Next	

Well Management Module 3

Well Information

Please enter relevant dates and information on the completed Well Operation

* Indicates required field

Date Commenced *

03/08/2018

Date Completed *

03/08/2018

Rig Release Date *

03/08/2018

Spud Date

03/08/2018

Depth measurements are referenced to *

Kelly Bushing

feet above ground

Elevation of ground above Mean Sea Level

Current *

Proposed

Wellbore Depths

Depth Type	Proposed (ft)	Actual (ft)
Bottom Hole (MD)		
Bottom Hole (TVD)		
Plugback Depth (MD)		
Plugback Depth (TVD)		

Please select the direction of this wellbore *

Directional

If yes, please upload a Directional Program data in the template provided on Step 10, Document Upload

Check all that apply to this notice

☐ The presence of H₂S (Hydrogen Sulfide) or waste gas was detected

Concentration (ppm)

☐ Fresh Water is present

If yes, please enter Zone information in the table below.

☐ USDW present

If yes, please enter Zone information in the table below.

Please provide Zones of Significance


Zone Category	Zone Name	Estimated/ Actual	Top TVD (ft)	Top MD (ft)	Bottom TVD (ft)	Bottom MD (ft)	
---------------	-----------	-------------------	--------------	-------------	-----------------	----------------	--

Describe any known significant geologic markers below, and estimated depths

All comments are discoverable records, open to public review.

Page 10

Section 5. Well Information

Step	Action	Required Fields
1.	Input Commence Operation Date, Completed Operation Date, Rig Release Date. Note: All Grayed-out fields are read-only. These fields were entered when the NOI was created.	
2.	Use the drop-down menu to select the reference depth (i.e. Kelly Bushing, Ground Level, Derrick Floor). Input how many Feet above ground that reference depth is.	Depth Datum, Elevation of depth datum
3.	Input the elevation of ground above Mean Sea Level.	
4.	Input Bottom Hole (MD), Bottom Hole (TVD), Plugback Depth (MD), Plugback Depth (TVD) if applicable in the corresponding Actual Field tabs. Note: All Grayed-out fields are read-only. These fields were entered when the NOI was created.	Bottom Hole
5.	Select the direction of this wellbore if Vertical, Horizontal, Directional.	Direction of this wellbore
6.	Select the box if any of the following apply: <ul style="list-style-type: none"> If H2S was detected, click the box labeled “Presence of H2S...” and input the concentration (in ppm) in the box to the right If BFW or USDW was detected, click the box labeled “Base of Fresh Water” or “USDW” And input the zone information in the table below 	
7.	Provide any Zones of Significance in the table by inputting Zone Category, Zone Name , if the zone depth is Estimated/Actual, Top and Bottom TVD (ft) and MD (ft), Formation Pressure (PSI) , If there is Oil/Gas Shows, and Encountered while drilled. Note: Zones of Significance is required if BFW, USDW or H2S is selected in the previous step.	Zone Category
8.	Click “Next” . 	

Well Management Module 3

Location Information

Please confirm and/or update location information on the completed well. * Indicates required field


Surface Location Section



Section *	Township *	Range *
01	01 N	01 E
B&M *	Field	
MD	McKittrick	
Latitude *	Longitude *	County
35.3017387390137	-119.60848236084	Kern
Corner Call *		
Source	Date Collected	
Operator Submitted		
Location Description		
Fr SE cor 1918N 430W		
All comments are discoverable records, open to public review.		

Bottom Hole Location Section



Section *	Township *	Range *
01	01 N	01 E
B&M *	Field	
MD	McKittrick	
Latitude *	Longitude *	County
35.3017387390137	-119.60848236084	None
Corner Call *		
All comments are discoverable records, open to public review.		

Section 6. Location Information

Step	Action	Required Fields
1.	Input the following data into the As Drill Surface Location Information : <ul style="list-style-type: none"> • Section, Township, Range, B&M • Latitude and Longitude (NAD 83) • Corner Call • Source (i.e. GPS, HUD) and the Date Collected • Location Description (if Applicable) 	Section, Township, Range, B&M, Latitude and Longitude, Corner Call, Source, Date Collected
2.	Input the following data into the As Drilled Bottom Hole Location Information : <ul style="list-style-type: none"> • Section, Township, Range, B&M • Latitude and Longitude (NAD 83) • Corner Call 	Section, Township, Range, B&M, Latitude and Longitude, Corner Call,
3.	Click “Next” . 	

Wellhead Equipment						
				 Advanced Filtering	Actions ▾ 	
Type	Pressure...	Make	Model	Install Da...	Description	Actions
Unitized wellhead	5000			03/03/2019		Actions▾

Section 7. Features and Cement

Step	Action	Required Fields
1.	Click the Actions button and input all pertinent Wellhead Equipment by clicking “Add Equipment”	Equipment Type, Pressure Rating
2.	Click “Save” . 	
3.	Click “Next” . 	

Well Management Module 3

Form ID: 1068

Form Navigation

1. Form Information

2. EDD Submission ✓

3. Operator Information ✓

4. Permit Information ✓

5. Well Information ✓

6. Location Information ✓

7. Feature and Cement

8. Completion & Perforation

9. Document Upload

10. Directional Survey Submission

11. Directional Survey

12. Form Submit

13. Confirmation

14. Summary Review

15. Correspondence

16. Review Comments

17. Review

Feature and Cement

Please enter information on the Features, Cement, and Cement classes below. * Indicates required field classes below.

Wellbore Construction Feature

Actions

Feature	Unique ID	Top	Bottom	Install Date	Remove Date	
---------	-----------	-----	--------	--------------	-------------	--

Cement Segment

Actions

Associated Feature	Unique ID	Top	Bottom	Install Date	Remove Date	
--------------------	-----------	-----	--------	--------------	-------------	--

Cement Class

Actions

Associated Cement Segment	Cement Type	Volume (Barrels)	Yield (cubic ft)	Weight (lbs/gal)	Loss	
---------------------------	-------------	------------------	------------------	------------------	------	--

Back

Next

Save

Well Management Module 3

Construction Feature

* Indicates required field

Feature *

Feature Top
(measured depth) *

Feature Bottom
(measured depth) *

Outside Diameter
(decimal inches)

Inside Diameter
(decimal inches)

Weight (lbs)

Grade/Type

Pressure

New Pipe

Pulled

Install Date

Remove Date

Connection Type

Description

All comments are discoverable records, open to public review.

Cancel

Update

Well Management Module 3

Cement Segment

✕

* Indicates required field

Associated Feature *

Inside/Outside Casing? *

Top *

Bottom *

Volume (Sacks)

Yield (cubic ft)

Verify Method

Cementing Company

Install Date

Remove Date

Cement ID

Job Type

Description

Cancel

Update

Cement Class

✕

* Indicates required field

Associated Cement Segment *

Cement Type *

Compressive Strength

Volume (Sacks) *

Yield (cubic ft)

Weight (lbs/gal)

Slurry Consistency (Bu)

Lead/Tail




Description

All comments are discoverable records, open to public review.

Cancel

Update

Section 8. Features and Cement

Step	Action	Required Fields
4.	Input all pertinent Wellbore Construction Feature Record by clicking "Add Feature Record"	Feature, Feature Top, Feature Bottom
5.	Click "Save" . 	
6.	Input all pertinent Cement Interval by clicking "Add Cement Segment"	Cement Feature, Top, Bottom,
7.	Click "Save" . 	
8.	Input all pertinent Cement Class by clicking "Add Cement Class" .	Cement Type, Sacks,
9.	Click "Next" . 	

Well Management Module 3

Form Navigation

1. Form Information

2. EDD Submission ✓

3. Operator Information ✓

4. Permit Information ✓

5. Well Information ✓

6. Location Information ✓

7. Feature and Cement ✓

8. Completion & Perforation

9. Document Upload

10. Directional Survey Submission

11. Directional Survey

12. Form Submit

13. Confirmation

14. Summary Review

15. Correspondence

16. Review Comments

17. Review

Completion & Perforation

Please enter information on the Completion Intervals and Completion perforations below. * Indicates required field

Completion Interval

Actions

Unique ID	Type	Interval Status	Pool Code	Top	Bottom	Status
C1	Observation	Unknown	Observation			Current

Completion Perforations

Actions

Associated Completion Interval	Type	Perforation Status	Top	Bottom	Status	Actions
--------------------------------	------	--------------------	-----	--------	--------	---------

Initial Production Tests

Actions

Interval Tested	Type	Date From	Date To	Actions
-----------------	------	-----------	---------	---------

Back

Next

Save

Completion Interval

×

* Indicates required field

Type *

Interval Status *

Top *

Bottom *

Pool Code

Formation *

Cancel

Update

Completion Perforation

×

* Indicates required field

Associated Completion Interval *

Type *

Perforation Status *

Top *

Bottom *

Diameter

Spacing

Number of Shots

Perforated Date

Cancel

Update

Production Test

✕

* Indicates required field

Interval Tested *

Test Type *

Production Method *

Formation

From

3/8/2018 11:07 AM

To

3/8/2018 11:07 AM

Water Rate (bbls/24 hour)

Total (bbls)

Disposition

Gas Rate (bbls/24 hour)

Total (bbls)

Disposition

Oil Rate (bbls/24 hour)

Total (bbls)

Disposition

Oil/Gas Ratio

Oil Gravity

Production Time (hours)

BTU

H2S Concentration

Casing Pressure - Flowing (psi/psig)

Shut-In (psi/psig)

Tubing Pressure - Flowing (psi/psig)

Shut-In (psi/psig)

Bottom Hole Pressure - Flowing (psi/psig)


Choke 64th

Choke Size

Cancel

Update

Section 9. Completion and Perforation

Step	Action	Required Fields
1.	Input all pertinent Completion Interval details by clicking “Add Completion Interval” .	Type, Interval Status, Top, Bottom, Pool Code, Formation
2.	Click “Save” .	
3.	Input all pertinent Completion Perforation details by clicking “Add Perforation Record” .	Associated Completion Interval Perforation Type, Perforation Status, Top, Bottom
4.	Click “Save” .	
5.	Once all Completion and Perforation information is adding, Click “Next” . 	

Well Management Module 3

Form Navigation

1. Form Information

2. EDD Submission ✓

3. Operator Information ✓

4. Permit Information ✓

5. Well Information ✓

6. Location Information ✓

7. Feature and Cement ✓

8. Completion & Perforation ✓

9. Document Upload

10. Directional Survey Submission

11. Directional Survey

12. Form Submit

13. Confirmation

14. Summary Review

15. Correspondence

16. Review Comments

17. Review

Document Upload

Select documents to be uploaded, if applicable. Click Add New and complete all required fields to upload a document.

Uploaded Documents

Advanced Filtering

Actions

Search


Upload D...	Uploade...	Type	Description	Filename	Size	Actions
-------------	------------	------	-------------	----------	------	---------

Back

Next

Save

Section 10. Document Upload

Step	Action	Required Fields
1.	Upload any pertaining documents applicable to the well summary. This can include: <ul style="list-style-type: none"> • Correspondence • Casing Program • CEQA Document • Confidentiality Request Letter • Waste Management Program • Environmental Monitoring • Map • Mineral Lease Description • Mineral Lease Map • Local Agency Permit • Photo • Spacing Plan • Supporting Document • Well Evaluation • Well Log • Wellbore Diagram • State Agency Permit • Air Quality Management Plan • Federal Permit 	
2.	To upload, click add document . A popup will expand below.	
3.	In this popup, input all information. To add the document, select browse, search for the correct file and click upload .	Title, Relevant Date, Description
4.	Select Upload to upload the form to WellSTAR.	
5.	Select "Next" . 	

Well Management Module 3

Form Navigation

1. Form Information

2. EDD Submission

3. Operator Information

4. Permit Information

5. Well Information

6. Location Information

7. Feature and Cement

8. Completion & Perforation

9. Document Upload

10. Directional Survey Submission

11. Directional Survey

12. Form Submit

13. Confirmation

14. Summary Review

15. Correspondence

16. Review Comments

17. Review

Directional Survey Submission

You have the option of using a file to input data on this form. If you would like to do so, select "Yes" below. * Indicates required field

Do you wish to submit Well Summary data using an Electronic Data Deliverable (EDD) template? *

☒ Yes ☐ No

Step 1: [Download the EDD template.](#)

Step 2: Fill out all fields in the template.

Step 3: Upload the completed EDD.

Browse...

Click Next to upload EDD. See template for specific instructions on filling out the fields.

Note: Your EDD may take some time to populate in this form. If you would like to return later, you can save and close, then visit the Forms in Progress section of your landing page to resume editing this form.

Back

Next

Save

Section 11. Directional Survey Submission

Step	Action	Required Fields
1.	If a Review Comment is needed, type your comment in the comment field and click the icon labeled Add Comment .	
2.	Click "Next" . <div>Next</div>	

Well Management Module 3

Form Navigation

1. Form Information

2. EDD Submission ✓

3. Operator Information ✓

4. Permit Information ✓

5. Well Information ✓

6. Location Information ✓

7. Feature and Cement ✓

8. Completion & Perforation ✓

9. Document Upload ✓

10. Directional Survey Submission ✓

11. Directional Survey

12. Form Submit

13. Confirmation

14. Summary Review

15. Correspondence

16. Review Comments

17. Review

Directional Survey

!

The Directional Survey has not been uploaded.
If you have submitted a form, it is still being processed. Please refresh after 30 seconds.

Back

Next

Save

Section 12. Directional Survey

Step	Action	Required Fields
1.	Preview the Submission	
2.	Click “Next” . <div>Next</div>	

Well Management Module 3

Form Navigation

1. Form Information

2. EDD Submission ✓

3. Operator Information ✓

4. Permit Information ✓

5. Well Information ✓

6. Location Information ✓

7. Feature and Cement ✓

8. Completion & Perforation ✓

9. Document Upload ✓

10. Directional Survey Submission ✓

11. Directional Survey ✓

12. Form Submit

13. Confirmation

14. Summary Review

15. Correspondence

16. Review Comments

17. Review

Form Submit

Associate related online form submissions to this submission by entering the Form ID.

Online Form Association

Actions

Form ID	Form Category	Title	Description	Actions
---------	---------------	-------	-------------	---------

Comments

Actions

0

20

Items per page

No results to display

Add

All comments are discoverable records, open to public review.

Acknowledgement

Submitter

☐ I hereby certify all statements made in this form are, to the best of my knowledge, true, correct and complete.*

Form Submit Preview

Click the button below to preview your submission summary.

Preview Submission Summary

[Back](#) [Submit](#) [Save](#)

Section 13. Form Submit

Step	Action	Required Fields
1.	If any form needs to be added, click Add Form . This creates a popup. Type in the formID or name and click “Save” .	
2.	If any comments pertaining to the submittal is needed, type in the comment and click Add Comment .	
3.	When ready to acknowledge, click the box label “I hereby certify...” . This autopopulates the user’s name who is filling out the form.	
4.	Click the button “Preview Submission Summary” to generate the submission.	
5.	When satisfied with the submission, click “Submit” .	

Form ID: 1054

Form Navigation

1. Form Information

2. EDD Submission ✓

3. Operator Information ✓

4. Permit Information ✓

5. Well Information ✓

6. Location Information ✓

7. Feature and Cement ✓

8. Completion & Perforation ✓

9. Document Upload ✓

10. Directional Survey Submission ✓

11. Directional Survey ✓

12. Form Submit

13. Confirmation


14. Summary Review

15. Correspondence

16. Review Comments

17. Review

Confirmation



Your form has been submitted successfully. You will be notified when a determination has been made.

Close

Section 14. Confirmation

Step	Action	Required Fields
1.	No action needed. NOTE: The Well Summary Form is submitted and goes through an internal review process. Well Summary Review Task is created per district.	

1.1.1 Key Points

- External/Internal user submit Well Summary online form
- WellSTAR creates tasks for the internal user to complete
- WellSTAR runs batch job to check for due dates of tests that are indicated on the Well Summary form. It sends an email to operators to remind them of upcoming tests.
- Well Summary online form is used by external users to update well details If they want to make correction to initial form.
- Internal users can update well details based on site inspections, such as mark a well as hazardous, orphan, or critical.
- Internal Users can correct well detail information by using the Well Summary Form

